

ENERGY RESOURCES ANALYST

=====

DEFINITION

Under direct supervision, assists with resource planning and acquisition, cost-of-service analysis, rate design, energy usage and demand analyses, contract negotiation and administration, regulatory and legislative analysis as necessary and regulatory compliance and other related work as required.

DISTINGUISHING FEATURES

The Energy Resources Analyst is an entry-level classification and is distinguished from the higher-level Senior Energy Resources Analyst by the complexity of tasks assigned as well as the amount of supervision needed.

EXAMPLES OF DUTIES

1. Assists with the development, refinement, use and maintenance of spreadsheets.
2. Analyzes system and customer load data (demand and energy) for use in forecasting and ratemaking activities.
3. Assists with utility supply planning studies including generation, transmission and/or distribution.
4. Assists with cost-of-service analyses and rate design, helps develop rate structures, and researches utility industry rate making trends.
5. Coordinates the implementation of electric rate changes.
6. Performs power purchase contract administration duties.
7. Assists with analysis, interpretation, and application of existing and proposed federal, state and local legislation and regulation.
8. Completes routine and assists in the completion of complex compliance reports for submission to the California Energy Commission, Resources Board and other agencies as required.
9. Assists in estimating electric costs based on loads and resources that are used in the preparation of utility cost budgets.
10. Researches and resolves customer rate issues.
11. Monitors and analyzes utility invoices vs. budgeted amounts, power costs and revenues, utility billing methodologies, joint powers agency cost allocations, reports deviations, and recommends actions.
12. Prepares formal written reports and makes oral presentations related to assigned responsibilities.
13. Gathers and develops statistical and historical data as directed for later analysis.
14. Assists with the evaluation of new supply-side resources.
15. Assists in the support of the Solar and Electric Vehicle programs and other customer programs.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four-year college or university with major course work in mathematics, engineering, computer science, economics, finance, business administration, or a related field.

Experience: Two years of full-time professional work experience involving a combination of data modeling, data management, and other software applications to develop analytical support for complex decision-making. Experience in the Utility industry and in the writing of formal reports is desirable.

Knowledge

Knowledge of mathematical relationships including college level algebra; finance; economic theory; statistics, basic principles of utility supply management, and spreadsheet tools and other software.

(OVER)

Ability

Ability to assist in the development of analytical studies related to the delivery of electric service including: customer energy and demand, customer usage trends, power costs, rates and revenues. Analyze, interpret and apply conditions of utility power purchase contracts and applicable environmental, generation and transmission regulations. Assist in developing financial models related to resources, costs, rates and revenues; develop spreadsheet and statistical analyses and present the results appropriately; establish and maintain accurate records; interpret and analyze information; prepare and present studies and reports in both written and oral form; set priorities and meet deadlines; communicate effectively; establish and maintain effective working relationships with employees and the general public; perform other related duties as required.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

r: 10/10/2011

CL: Human Resources Department

G:\Personnel\SPECS\Pending CSB Approval\20120104 Meeting\Energy Resources Analyst.doc